



**Range: SG-11**  
**Exempt**  
**Date: 1/05/05**

## **DEPUTY CITY CLERK**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform highly responsible and complex administrative duties for the City Clerk and City Council members; to provide information and assistance to the general public; and to perform records management in accordance with State law.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Clerk.

Exercises direct supervision over clerical staff in the absence of City Clerk.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Attends all City Council meetings; transcribes council meeting summary minutes.
2. Assists with citywide records management procedures and review of records retention and disposition for all city departments.

#### **Essential Functions (continued):**

3. Posts public notices, ordinances, resolutions and pertinent emergency information.
4. Assists the City Clerk with monitoring and evaluating efficient and effective service delivery methods and procedures. Recommends appropriate staffing levels in accordance with City policy.
5. Acts as the City Clerk and coordinates work distribution during the Clerk's absence.
6. Helps manage municipal vote-by-mail elections; coordinates election procedures with the Coconino and Yavapai County Election's Departments; assists in preparing Candidate packets; orders and maintains election supplies. Supervises early balloting and processes early ballots and vote-by-mail ballots. Ensures election law compliance.
7. Acts as a liaison to the public in the dissemination of information involving the Clerk's office.
8. Assists in the development and administration of the City Clerk's Office budget.
9. Assists the City Clerk with the receipt and processing of petitions, initiatives, referendums or recall relating to matters pertaining to the City.
10. Administers and files oaths of office and oaths of allegiance for the City staff and commission in the Clerk's absence.
11. Provides information on City Sales Tax and assists with issuance of Sales and Use Tax forms.
12. Prepare and approve staff time sheets.
13. Authorize purchases; execute purchase orders.
14. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of a City Clerk's Office.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Election laws and procedures.  
Business English, spelling and arithmetic.

Principles and methods of record keeping and report writing.  
Modern office procedures, methods and computer equipment.  
Principles and practices of records management including records retention laws.  
Pertinent Federal, State and local laws, codes and regulations.  
Laser-Fiche and transcription software programs.

**Ability to:**

Work as a part of an organized team in solving work related issues.  
Acquire necessary training and other technical support for building an environment that encourages teams and continuous improvement.  
Manage, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Oversee and direct the operations, services and activities of the City Clerk's Office.  
Develop and administer an efficient records management system.  
Comply with all posting and publication guidelines.  
Manage municipal elections.  
Develop and administer program goals, objectives and procedures.  
Prepare and administer budget.  
Prepare clear and concise administrative and financial reports.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with internal and external customers.  
Maintain effective audio-visual discrimination and perception needed for successful job performance.  
Implement and maintain Laser fiche programs.  
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible supervisory or administrative experience in, office management or a related field, preferably in municipal government. Prior experience in Clerk's office highly desirable.

**Training:**

Minimum of an Associates Degree in Business or Public Administration or related field from an accredited Community College or University. Applicable experience will be considered

in lieu of education.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid municipal clerk certification and certified elections specialist certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a Notary Public license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; the ability to distinguish color; general manual dexterity.